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OSA-0970-64

10 MAR 1964

MEMORANDUM FOR: All D/FA/OSA Sections and Staffs

SUBJECT: Cooperation within the Control Center

1. It is my desire that the Control Center, OSA, depict at all times the current situation and the status of all missions in progress.

2. I know that it becomes necessary on occasion to move charts and/or sliding panels to a different location to up-date or to work with one or more items in particular. However, when the person or section responsible for changing panels or charts has finished, I expect all items to be returned to their original position by the person(s) concerned. I do not want the term "has finished" used as a license to retain control of a chart or panel for an indefinite period; for example, if you leave for lunch, put all items back in order.

3. I have noticed that many people enter the Control Center for the specific purpose of using the telephone or to pursue folders or traffic. You are reminded that all telephone lines, with the exception of the grey line, have extensions outside of the Control Center and that use of the folders and traffic is on a required need-to-know basis.

4. The practice of using the Control Center as a work area for assembling manuals, etc., will no longer be permitted.

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Lt. Colonel, USAF

Deputy for Field Activities, OSA

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CC/OSA [redacted] ad(10 Mar 64)

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